

TRAVEL VOUCHER MEMORANDUM <i>(Read the Privacy Act Statement on the back)</i>		1. DEPARTMENT OR ESTABLISHMENT, BUREAU DIVISION OR OFFICE		2. TYPE OF TRAVEL TEMPORARY DUTY PERMANENT CHANGE OF STATION		3. VOUCHER NO.			
						4. SCHEDULE NO.			
T R A V E L E R	a. NAME <i>(Last, first, middle initial)</i>			b. SOCIAL SECURITY NO.		6. PERIOD OF TRAVEL			
	c. MAILING ADDRESS <i>(Include ZIP Code)</i>			d. OFFICE TELEPHONE NO.		a. FROM	b. TO		
						7. TRAVEL AUTHORIZATION			
	e. PRESENT DUTY STATION			f. RESIDENCE <i>(City and State)</i>		a. NUMBER(S)	b. DATE(S)		
						10. CHECK NO.			
8. TRAVEL ADVANCE				9. CASH PAYMENT RECEIPT		11. PAID BY			
a. Outstanding				a. DATE RECEIVED		b. AMOUNT RECEIVED			
b. Amount to be applied									
c. Amount due Government				c. PAYEE'S SIGNATURE					
d. Balance outstanding									
12. GOVERNMENT TRANSPORTATION REQUESTS, OR TRANSPORTATION TICKETS, IF PURCHASED WITH CASH <i>(List by number below and attach passenger coupon; if cash is used, show claim on reverse side.)</i>		I hereby assign to the United States any right I may have against any parties in connection with reimbursable transportation charges described below, purchased under cash payment procedures (FPMR 101-7).						Traveler's Initials	
		AGENT'S VALUATION OF TICKET  <i>(a)</i>	ISSUING CARRIER <i>(Initials)</i>  <i>(b)</i>	MODE, CLASS OF SERVICE & ACCOMMODATIONS  <i>(c)</i>	DATE ISSUED  <i>(d)</i>	POINTS OF TRAVEL			
						FROM  <i>(e)</i>		TO  <i>(f)</i>	
BFY	FUND	BUDG ORG		COST ORG		BOC	/SUB	PROG	AMOUNT
LESS GTR OF						NET TO PAYEE			
13. I certify that this voucher is true and correct to the best of my knowledge and belief, and that payment or credit has not been received by me. When applicable, per diem claimed is based on the average cost of lodging incurred during the period covered by this voucher.									
TRAVELER SIGN HERE						DATE		AMOUNT	
								CLAIMED	
NOTE: Falsification of an item in an expense account works a forfeiture of claim (28 USC 2514) and may result in a fine of not more than \$10,000 or imprisonment for not more than 5 years or both (18 USC 287; i.d. 1001).									
14. This voucher is approved. Long distance telephone calls, if any, are certified as necessary in the interest of the Government. (NOTE: If long distance telephone calls are included, the approving official must have been authorized in writing by the head of the department or agency to so certify (31 USC 680a).)						17. FOR FINANCE OFFICE USE ONLY COMPUTATION			
						a. DIFFERENCES, IF ANY <i>(Explain and show amount)</i>			
APPROVING OFFICIAL SIGN HERE				DATE					
15. LAST PRECEDING VOUCHER PAID UNDER SAME TRAVEL AUTHORIZATION						b. TOTAL VERIFIED CORRECT FOR CHARGE TO APPROPRIATION <i>Certifier's initials:</i>			
a. VOUCHER NO.		b. D.O. SYMBOL		c. MONTH & YEAR					
16. THIS VOUCHER IS CERTIFIED CORRECT AND PROPER FOR PAYMENT AUTHORIZED						c. APPLIED TO TRAVEL ADVANCE <i>(Appropriation symbol):</i>			
						d. NET TO TRAVELER			
18. ACCOUNTING CLASSIFICATION									

